

THE

WHITAKER

WAY

**Whitaker School Rules, Expectations &
Routines & Rituals**

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WELCOME

Welcome to Whitaker School! We are glad that you are here and look forward to giving you the support and teaching what you need in order to help you be successful in your life. While working on treatment can sometimes be hard to do, you will have a lot of people here to cheer you on, give you advice, and help you stay on the right path. Having all of these adults around might make you mad from time to time, but we are here because we believe in your ability to make positive changes and will not give up on you!

There will be a lot for you to learn when you begin the program at Whitaker School and one of the best ways to learn is by watching and asking questions. Your peers will be able to help you out as you get settled in and so will the staff. You will meet a lot of new people and learn a lot of new rules. We hope that your head does not spin too much from all of this new information.

From all of the staff at Whitaker School, we want to tell you that we are excited to work with you and that we understand that being in a new place can be hard so we will do everything that we can to help you feel comfortable. Please remember that there are adults here 24 hours a day to assist you and that you can feel free to go to them whenever you need something. And, once again, WELCOME!!!

ROUTINES AND RITUALS

There are many routines and rituals that occur during the day. As a student at Whitaker School, you are expected to behave in a safe and respectful manner with peers and adults and to participate in the activities provided to you.

DAILY SCHEDULE (what your typical day will look like)

School Day

Morning:	Wake up, hygiene and breakfast Morning routine (exercise) Meeting School
Afternoon	Lunch Meeting School Room time, health class Afternoon activity
Evening	Meeting Dinner Evening Activities Free time, Bedtime Activities Bedtime Lights out

GROUP MEETINGS:

One routine that occurs several times a day is group meetings. During the day and evening shift there is: (1) a planning meeting, (2) at least one progress meeting, and (3) a positive meeting. There may also be problem solving or issue focused meetings when the needs arise.

Planning Meeting:

- Students set individual goals from their treatment plans.
- Staff set individual goals.
- Staff gives schedule.
- Problem solving occurs only if it is a safety issue.

Progress Meeting:

- Students and staff discuss concerns.
- Students and staff evaluate goals.
- Students who are out of group are processed.

Positive Meeting:

- Students and staff report positive things that they have done.
- Students and staff report a positive thing that a peer or staff member has done.

Problem Solving or Agenda Meeting:

- Occurs when a student notices a problem that needs to be discussed.
- Student fills out Agenda Sheet and turns it into staff.
- Staff schedules time to discuss the issue.

OTHER ROUTINES:

- Statements of expectations.
- Shower, laundry, chores and seat assignments in the dining room.
- Structured programming activities:
 - School
 - Evening Programming
 - Outings

INVENTORY & DRESS CODE
The Whitaker School
Personal Items List
(What You CAN have!)

<i>Clothing Items</i>	<i>Personal Hygiene Items</i>	<i>Personal Belongings</i>
Baseball Caps Bathrobe Belt Bras (min.8) Coat for cold weather Dresses/skirts Gloves for cold weather Pajamas Pants (minimum 5 pairs) Shirts (minimum of 8) Shoes (minimum 2 pr sneakers) Short pants (2 pairs) Shower Slippers Socks (14 pairs) Sweater/Sweatshirt/Sweat pants) Swimsuit (one piece) Underwear (8 pairs)	*Brush/Comb Curling Iron/Hairdryer *Deodorant *Disposable/safety razors Electric Razor *Feminine Hygiene Items Hair Care Products (no home perms or hair dye) *Lotion Nail Polish & Remover/Make-up Non-alcoholic Mouthwash *Shampoo Sleeping Headwear *Soap *Toothbrush *Toothpaste Towels and Linens	Beach Towel Books/Magazines Cassette Tapes/CD's (no Parental Advisory or personally recorded) Handheld games Jewelry Journals Musical Instruments Papers Pencils/pens Plastic water bottle Pocket money limited to \$10;\$5 allowance disbursed weekly, if available Portable Radio/Walkman Posters Toothbrush Container Wallet Watch
Note	Note:	Note:
Clothing should be seasonally/socially appropriate and be labeled	No products in aerosol cans permitted.	Permission to have items is subject to approval by Unit Directors and/or Treatment Team.
There is limited storage space and student rooms do not have closets	All personal hygiene items are stored in a separate, locked hygiene closet The facility will provide basic hygiene items (*).	<i>Do not bring irreplaceable items.</i>
*Students have access to laundry at least once per week.	*Any medication will be stored separately in a locked	Compartment or the nurse's station.

**The Whitaker School
Contraband List
(What you CANNOT
have!!!)**

Items NOT allowed at all

Alcohol
Drug paraphernalia
Explosives (e.g. firecrackers)
Flammable liquids
Guns
Illegal drugs
Knives
Laser Pointer
Lighters
Locks (of any kind)
Matches
Non-prescription drugs
Parental Advisory or
personally recorded cassette
tapes, CD's, videos
DVD's, and/or video games
Razor blades
Sexually provocative, antisocial,
violent, gang-related,
alcohol/drug-
Related materials
Syringes
Tobacco products
Toxic markers
Wallet Chains

Items allowed with limitations

Aluminum cans
Fans
Food items (must be stored in designated
areas)
Glass/ceramic items
Lamps
Mirrors
Perfume/Cologne
Prescription Drugs

***NOTE: And ANY other items
deemed inappropriate or unsafe
by the Treatment Team***

***If an object is used for self-
injurious behaviors or as a
weapon, it will be confiscated.***

**NOTE: And ANY other items deemed
inappropriate or unsafe by the Treatment
Team**

**The above listed items may not be in your
room or in your possession and may only
be used with staff permission or
supervision.**

- **Students may have water bottles (plastic) in their rooms.**
- **If a video game is not rated, a specific request must be made to Treatment Team.**
- **No student may have more than \$10.00 in his or her possession at any time.**

DRESS CODE:

- **Dress from the “Items Allowed” List**
- **Do not wear any “Contraband Items.”**
- **No hats in the building.**
- **No visible underwear.**
- **Students must wear socks with shoes (not sandals).**
- **No open-toed shoes in the kitchen.**
- **Skirts and shorts must be as long as one inch above the knee or as long as fingertips to leg.**
- **If leggings are worn, a long shirt, a skirt or shorts also needs to be worn.**
- **Tank tops can only be worn outside during PE.**
- **Sleeping headwear may be worn between bedtime and the end of morning hygiene time.**
- **No makeup application after hygiene time.**

COMMUNITY INVOLVEMENT

At Whitaker School, we believe that community relationships are very important and we do everything that we can to make sure that you get to go out in the community and stay in touch with important people in your life.

PHONE CALLS & MAIL:

- **You are allowed to make three (3) phone calls per week to someone on your list.**
- **You are allowed to receive one (1) incoming call per shift from someone on your phone list.**
These calls should be received when you are not involved in programmatic events. Any other questions or concerns, please contact your LTC
 - **All phone calls can last up to ten (10) minutes and should be monitored closely by staff.**
 - **All incoming and outgoing mail should go through your LTC. Staff must**
 - **supervise you when you open your mail.**
 - **You may use email with approval by your LTC and send and receive email from people on your phone list.**

COMMUNITY PLANNING CONFERENCES:

- **You are encouraged to have input at your community planning conferences (CPC's), which take place every month.**

ON-SITE VISITS & COMMUNITY VISITS:

- **You will be allowed to have visitors as long as it has been approved and set up through your LTC.**
- **Your community team will identify someone in your community for you to visit on some weekends during your stay at Whitaker.**

OUTINGS:

- **You will have an opportunity to go on scheduled school outings, as well as incentive outings, in the local community each week.**

RULES AND EXPECTATIONS

The Whitaker School rules and expectations focus around these three areas: Respect, Safety and Participation. Students who do not follow rules or expectations will receive time away from the group.

OUTINGS:

- **Schoolwork must be completed to go on outings.**
- **Students must be in-group the shift of and the shift prior to the outing.**
- **Remain in staff's eyesight at all times.**
- **If you feel like running, talk with the nearest staff.**
- **When walking as a group, staff should be able to hear all conversations and the student should not be more than two car lengths in front of the staff and never behind staff.**
 - **Staff must accompany students to the restroom.**
 - **Students must remain safe and respectful to their peers, staff, and community members at all times.**
 - **Based upon circumstances, staff will have the option to end an outing early due to safety concerns.**

VEHICLES:

- **All seat belts must be fastened before the ignition is turned on and remain fastened until ignition is turned off.**
- **Vehicle radio is operated only with staff permission. Student in the front seat may request a station if music is appropriate.**
- **No eating or drinking is allowed in the vehicles unless travel exceeds two hours.**
- **Failure to allow outing or vehicle expectations will result in consequences.**

YOUR ROOM:

- **Keep your room neat and organized.**
- **You will be allowed to participate in free time activities once your room has been okayed by staff.**
- **Your clothing is expected to be neatly folded in your drawers or in your laundry basket.**
- **Your personal belongings (books, stuffed animals...) are expected to be neatly displayed or in drawers.**
- **Posters and other room decorations must be approved by staff and should not be offensive to others.**

DINING ROOM:

- You will eat your meals with your peers (other students).
- You are expected to use “good” table manners and to follow directions from the staff.

QUIET ROOM (QR)

- Used when a student is displaying behavior that is unsafe to himself/herself or others.
- Examples or QR rules are the following:

Stay behind the “third line”.

Do not call out.

Remove shoes, belt, jewelry when asked.

No hobbies allowed.

Do not write on the walls.

- A student unable to remain safe in the QR with self, others or property, may have the door locked (be “secluded”) until he/she can be safe for 15 minutes.
- Staff will check on students in the QR every 15 minutes and provide activities as needed and water/bathroom breaks every 2 hours.

CONSEQUENCES FOR UNSAFE BEHAVIORS:

When a student’s behavior is unsafe, staff will try to help the student act in a safer way. Staff may try to give the student feedback or redirect him/he to something more positive. When these prompts do not work a consequence may occur. These consequences are given away from the group and can take place in the living area, school, a student’s bedroom, or the quiet room.

TIME-OUT:

- Purpose: give the student a short period of time to get re-focused and process with staff in order to safely return to the group.
- Usually lasts between 5 and 15 minutes if the student is able to get under control and process the situation with staff.
- Examples of behaviors that often lead to a time-out cursing and refusing to follow directions or the daily schedule.

OUT OF GROUP FOR A HUDDLE:

- Purpose: Give the student space from the group for a longer period of time than a time-out or extended time-out because his/her behavior is so disruptive.
- If the huddle occurs at the beginning of a shift the student will probably be out of group until the group meeting on that shift.

- If the huddle occurs late in the shift, then the student will probably be out of group until the group meeting on the next shift.
- Examples of behaviors that result in a “huddle”: instigating, intimidating others with body language, and refusing to comply with a time-out.

OUT OF GROUP FOR 24 HOURS:

- Purpose: give the student a longer period of time away from the group in order to regain safety and think about all of the events that led up to the behavior and all of the consequences of the behavior.
- A “24” is a very serious consequence and happens when a student displays highly unsafe behavior.
- Just like the name says, the student will be out of group for 24 hours and then process the situation.
- Sometimes, the student will have to write out a plan about how to take care of damages or communicate with people that he/she has hurt.
- Examples of behaviors that lead to a “24”: physical aggression/assault and/or major property damage.

PROCESSING:

- Occurs before a student may rejoin the group.
- For time-outs and extended time-outs, the student usually processes with staff only but may be asked to discuss the behavior with the group.
- For “huddles” and “24’s,” the student processes the situation with the peer group before getting back group membership.
- The student must discuss the behavior and how he/she plans to regain trust with peers and staff.
- The student will be asked to write answers to several questions on a processing sheet and discuss the answers with staff. Then the student will process these and other questions at the group meeting. The goal of processing is to help the student learn from his/her mistakes and behave more safely.

Examples:

“What happened?”

“What were you thinking at the time?”

“What were you feeling?”

“How did your behavior affect the group?”

“What would you do differently next time?”

- After a student processes with staff only, staff will tell the student if he/she will be able to return to the group or if the student must show safer behavior and process better first.
- After processing with the group, the student may be asked to step away from the group while the group votes on whether or not the student seems ready to return to the group. After that, the student will find out if he/she may rejoin the group or must take more time away from the group and process again at the next meeting.

Student Rights

All students of Whitaker School have the following rights that cannot be restricted:

Basic civil rights, protections and freedoms

1. You should receive services provided with dignity, privacy and humanity.
2. You have the right to freedom from harm, mental and physical abuse, neglect, exploitation and corporal punishment. Also, you should be protected from harm, physical or mental abuse and exploitation by other students.
3. You should not be discriminated against because of race, color, national origin, sex, age or handicap. In addition, access to treatment and medical care should be provided regardless of age, mental illness, developmental disabilities or substance abuse. Treatment and care should also be age-appropriate.
4. You are to be considered legally competent unless a court has decided you are incompetent. If a court has decided you are incompetent, you have the right to participate as fully as possible in all decisions that will affect you and to be restored to legal competency as indicated.
5. Treatment information must be handled in a confidential way and not disclosed unless required or permitted by state or federal law.
6. You have the right to live as normally as possible while at the Whitaker School and you should receive treatment in a safe and sanitary environment.
7. You must receive payment for work of value to the facility, except limited housekeeping of your personal living space. Special provisions are made to receive academic credits and/or money for work in the Vocational Program.

Rights related to care and services provided by Whitaker School

9. You have the right to receive a full physical and brief mental status exam, including laboratory evaluation where appropriate, within 24 hours after admission.
10. You should receive prompt, adequate and necessary medical and dental care and treatment based upon your length of stay. (Generally, students on the short-term units are provided medical attention for only acute medical conditions.) If the Whitaker School cannot provide the service you require, they shall transfer you to an appropriate facility.
11. If you have a major physical injury, staff should notify a family member of your

choosing or your legal guardian.

12. You have the right to receive a physical and dental examination at least annually. (This primarily refers to students who are at the Whitaker School long-term.)
13. You have the right to be informed in advance of the potential risks and benefits of treatment choices.
14. You can agree or refuse any medical treatment and at any time.
15. You should receive assurance that, except for minimal risk research, your consent to participate in research occurs only after you have received a full explanation of the purpose, potential benefits and risks of participation.
16. You have the right to be free from unnecessary or excessive medication.
17. You have the right to have physical restraint or seclusion used only when there is danger of abuse or injury to you or others or when significant property damage is occurring.
18. You should receive a nutritional diet that meets your needs and preferences, to the extent possible. Meals are to be served at morning, noon and evening times and they should be served in an attractive way. If you need help with eating, you should receive assistance and special utensils if needed.
19. The Whitaker School should provide you with facilities to wash your clothes. If you do not have clothes or money to purchase clothing, the facility can provide you with a limited amount of emergency clothing. Such clothing shall be seasonal, of proper size, comparable to what is worn by individuals in the community, in good condition and you may keep the clothing upon discharge.

Rights related to your treatment and discharge plan

22. You have the right to an individualized treatment plan that is established within 30 days of admission.
23. You should meet with your treatment team and be included in developing the plan. If you cannot participate, your family member or legal guardian may be invited to participate.
24. The treatment plan should include the steps needed to help you reach your treatment goals. If you have concerns about your plan, you can request an “in-house” review or discuss the plan with other professionals at your own expense.
25. Your treatment plan should be reviewed at least quarterly by the team.
26. You can request a copy of your treatment plan and once approved by the doctor, staff can provide you with a copy.
27. You have the right to have an individualized written discharge plan containing recommendations for further services. A copy of the discharge plan shall be given to you or your guardian.

Rights related to communication

28. You have the right to send and receive sealed mail. (However, staff may monitor the opening of mail to help ensure no contraband is received.) You can also have access to writing materials, a limited amount of postage if you do not have any money for stamps and help from staff if needed.
29. You can contact and consult with legal counsel, private physicians and private mental health, developmental disabilities or substance abuse professionals of your choice. But, please know, that outside contacts are at your expense and the

Whitaker School will not pay for outside evaluations.

- 30. You have the right to contact and consult with a student advocate.**
- 31. You have the right to file a grievance and receive a timely response from Whitaker staff.**
- 32. In addition, you have the right to present concerns to the Human Rights Committee at any time.**

Rights related to dignity and privacy

- 33. You have the right to privacy and humane care.**
- 34. Your bathing should be done on an individual basis and you should be allowed to use the shower or tub daily or more often if needed.**
- 35. Bathtubs, showers and toilets should allow for privacy. If you need special toilet or bathing equipment, the Whitaker School should provide such items.**
- 36. You should be allowed to shave each day and to have access to a barber or beautician as needed.**
- 37. Staff should provide you with linens, toilet paper and soap. If you do not have money to purchase other necessary personal hygiene products, the Whitaker School should provide them.**
- 38. Whitaker School should provide a humane environment that helps students develop a positive self-image and preserves human dignity. This includes: being addressed by staff in a respectful manner; warm and cheerful furnishings; flexible and humane schedules; to the extent possible, provide a quiet atmosphere for sleep during sleep hours; reasonable access to entertainment equipment that is in working order; an opportunity to decorate your room. Whitaker School may limit these rights if they pose a danger to you or others.**

The following student rights may be restricted:

- 1. The right to be out-of-doors daily, access to exercise facilities and equipment.**
- 2. Your right to make and receive confidential telephone calls can be restricted. Also, please note that all long distance calls must be paid for by the student's parents or community or made collect to the receiving party.**
- 3. Your right to receive visitors, opportunities for privacy and participation in some activities may be limited. Interaction with other students may be limited if it is determined that the interactions are harmful.**
- 4. Off campus visits may be limited, taking into account your legal and commitment status.**
- 5. Your ability to maintain or access personal items (including money, clothing, a driver's license) may be limited. Generally, you should be able to access personal items at scheduled and requested times – unless those items are considered dangerous (contraband).**
- 7. Your access to confidential information from your medical record may be denied if the attending physician determines that the information may be injurious to your well-being.**

If you have questions about your rights, please contact a staff member, treatment team members or the student advocate for assistance.

Your Responsibility

- 1. No weapons, alcohol, illegal drugs or other inappropriate materials should be brought into the facility.**
- 2. No physical violence, hitting, or hurting other people is allowed.**
- 3. When you damage or destroy someone else's property or the state's property you may have to pay for the damage.**
- 4. Communicate openly with your treatment team.**
- 5. Follow your treatment plan.**
- 6. Keep yourself and your living area clean.**
- 7. Take care of your possessions.**
- 8. Do not take things that do not belong to you.**
- 9. Obey the rules and expectations of your lodge or unit.**
- 10. Treat staff and peers with the same respect that you would like to have from them.**

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***If you have questions
regarding any of your rights,
please contact
the Internal Student Advocate.***

Program Director

The program director makes sure that the facility and the program are appropriate for students' needs while they are at Whitaker School. For example, He makes sure that students get the food, clothing, shelter, medical care, and treatment that they need. He also makes sure that the program has enough shelter, medical care, and treatment that they need. He also makes sure that the program has enough staff and that the staff get trained so that you get the best care possible. Finally, the program director makes sure that we all follow the state and federal guidelines to provide the proper care for our students.

Clinical Director

The clinical director supervises the LTC's, Social Workers, and Psychologists. He helps these people and others on your Treatment Team give students the treatment that they need while they are here. He also helps to make sure that students are admitted to the program and discharged from it when they are ready.

Unit Clinicians

There is a unit clinician on the two units at Whitaker School. The unit clinician on your unit will talk with staff about how to help you and the other students with important issues and behaviors. The unit clinician runs treatment team meetings every week on the lodge, writes treatment plans for the students, and writes behavior plans for students that need extra help with a certain problem. The unit clinician does some testing with students to help understand what they need from the program and also serves as a therapist to students in the program.

Therapists

The therapists give students individual therapy and sometimes family therapy. They attend treatment team meetings and Community Planning Conferences (CPC's) held at Whitaker School to discuss the progress of students that they see in therapy. They also act as advocates for the students by providing advice to the treatment team and community on how to help students through any tough times that they might have and how to meet the students' needs.

LTC/Social Worker

LTC's (Liaison/Teacher Counselors) and the Social Worker are your link to your community. They keep regular contact with your community members about how you are doing in the program and schedule monthly meetings where your community team gets together to discuss your progress and how have your needs and wants met. They help set up what you need in the community, such as a visiting resource, a mentor, or other services. Finally, they help your staff and you work toward your treatment goals and help make arrangements when it is time for you to leave.

Residential Mental Health Unit Directors

The Mental Health Unit Director II (MHUDII) supervises all two (2) units Whitaker School: Gators and Eagles. She is responsible for making sure that all students get treated with the dignity and respect that they deserve and that they are kept safe. She advocates for students during treatment team meetings and helps students out when the Unit Director on their unit is absent.

Each unit has a Mental Health Unit Director I (MHUD I) that helps the residential program on each unit run smoothly. The MHUD helps students and staff with problems that come up and is a person that you can turn to if your LTC is not here. The MHUD also works hard to make sure that everyone gets what they need, has fun, and learns a few things along the way!

Residential Youth Program Assistants (YPA's)

The YPA's are also called "frontline staff" at Whitaker School. They are the individuals that will work with you every day on the unit, in school, on outings, and anywhere else you are at Whitaker School. You will get to know your staff very well and be given a lot of opportunities to interact with them and talk with them while you are here. Your staff try to be a source of support for you at all times and help you through the hard times while you focus on your treatment. One of the most important things that the staff here do is try to keep everybody safe so you and your peers can do the work that you all need to do on your treatment goals.

Educational Program

The Educational Program staff learn about each student's abilities and learning needs and make sure that they design an educational program that is right for the student. They will help you get the support that you need in order to be successful in the classroom. The teachers in the Educational Program work with the other members of the Treatment Team to find the proper education program for each student. Some students will be on the Occupational Course of Study track while others will be on the Standard Course of Study track. Others may have yet another track to help meet their educational goals. The faculty and staff in the Daytime Education Program believe that all students can learn if they are given the opportunity and training that they need.

School Principal

The principal works with teachers to make sure that students are taught a wide variety of subjects. The principal also makes sure that teachers have the materials they need to teach class and help teachers come up with interesting field trips for the students.

Evening Program Staff

There are three staff members in the Evening Program and their job is to give you quality education that will help you improve how you interact with others in order to help you succeed at school, in the community, and in a job. They schedule program outings in the community and athletic and other leisure activities at Whitaker School. The Evening Program staff try to help you have fun while you're learning.

Vocational Education

Not every student at Whitaker has a vocational focus. Students taking the Occupational Course of Study diploma track will participate in Vocational Education. The Vocational Education Department will help these students obtain job readiness skills, school-based training and non-paid community work sites. During a summer school all students have the opportunity to work with our landscaping crew and earn a little money.

Business Administration

The Business Administrator is responsible for making sure that all of the computers and phone systems are up and running. He makes sure that the program has the proper equipment and furnishings. He also oversees the finances for the program and the day-to-day workings of Whitaker School.

Clerical/Support Staff

Administrative Secretary, Accounting Clerk, Residential Support Person

The Administrative Secretary is the Program Director's secretary and she also performs a lot of other duties for the whole program. She makes sure that the State vehicles are working and available to us, takes care of the program's mail, orders office supplies, keeps the list of students waiting to enter the program, makes packets and sends them to each Community Placement Committee (CPC) every month, supervises the Maintenance/Mechanic staff members, and work the phone switchboard to receive calls for the program.

The Accounting Clerk handles the accounting for the program, including the food program money, student accounts/allowances and Voc-Ed monies that students earn from working. She pays all of the Whitaker School bills and makes sure that staff get paid by checking their timesheets and sending them to the Payroll Department for payment.

The Residential Support Person is the secretary for the Mental Health Director II. She gathers information from everyone in the building and makes sure that everyone in the building that needs it gets it. She goes to all of the weekly Treatment Team meetings for all two units and also goes to the Management Team meeting for all of the supervisors in the building. Finally, she puts together the monthly schedule for residential staff.

Training Coordinator

The Training coordinator organizes all of the staff training that we need in order to provide the best treatment possible for you. She gathers information on what type of training each staff needs to meet the requirements of their jobs. She is also an instructor for the staff at Whitaker School because she goes through special training.

Medical Records

The Medical Records Assistant keeps up with the medical records for all of the students at Whitaker School. She makes sure that your records stay confidential

and that only people with the proper permission see your records. She keeps records of who is here and what lodge they live on, as well as when students go on community visits. She reviews and files all of the information that goes into your record during your stay at Whitaker School. Also, she puts together the packets that are used when students are admitted to the program.

Nursing Department

The Nurse will meet you when you get to Whitaker School for a medical appointment that will help her learn about what your medical needs are. She is in charge of doing physicals and blood work for students and also for making medical appointments at other offices when students need them, especially when they need to see the dentist, eye doctor, or other specialist. She takes lab specimens (for example, urine screens) to the lab, teaches CPR and first aid, and writes medical reports for students. She also prepares medications in order for staff to give them to students, sees students who do not feel well, and helps when there are student or staff medical emergencies.

Student Advocate

The Internal Student Advocate will make sure that you understand your rights and that you have every opportunity to exercise them. She will investigate allegations of abuse, neglect, and exploitation to make sure that you are safe and that your individual needs are met.